

COUNTY OF SAN DIEGO **COUNTY OF SAN DIEGO**
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2002 - JUNE 30, 2003

JUL 17 P 12:54

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Office of Trade & Business Development

Division/Unit: Land Use & Environment Group

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol. <u>11</u>	Hours <u>1049.25</u>	x	\$16.54	=	\$17,354.60
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Types of work performed by GENERAL VOLUNTEERS in this category:

General office work, research projects, customer service, special projects

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol. <u>0</u>	Hours <u>0</u>	x	\$ 16.54	=	0
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
<u>0</u>	<u>0</u>	x	<u>0</u>	=	\$ <u>0</u>

No. Vol <u>0</u>	Total Hours <u>0</u>	Total Value	\$ <u>0</u>
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost

TOTAL OF OTHER PROGRAM COSTS

=

\$ 0.00

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 771.50

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 17,354.60

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 00.0

ADD a + b \$ 17,354.60

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 771.50)

TOTAL PROGRAM BENEFIT \$ 16,583.10

6. **RECRUITING:**

Please describe your recruiting programs:

Send recruitment letters to all colleges and universities within San Diego County, list on their web sites. Use existing volunteers to recommend new volunteers.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Volunteers were an integral part of the Business Outreach Visitation Program. They helped organized the Manufacturing Summit; researched and developed various informational flyers as well as assisted staff in special projects.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2003-04:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

OTBD will ensure that all volunteers assigned to this office be given various tasks and/or responsibilities that would enhance their individual skills and interests. Volunteers would be provided with training and on-going supervision to ensure their continued success. Goals would be established for each volunteer. OTBD will participate in the Annual Recognition of Volunteers Program.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Cindy Gompper-Graves, Program Manager

Phone No.:(858) 495-5494 MailStop 0-227 E Mail: cindy.gompper@sdcounty.ca.gov

Volunteer Coordinator: Cheryl A. Wahlin Phone No. (858) 495-5494

Mail Stop 0-227 E-Mail Cheryl.wahlin@sdcounty.ca.gov

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE



DATE

Please return this report by Friday, July 18, 2003, to the Clerk of the Board Department: MS A-45; 1600 Pacific Highway # 402, San Diego, CA 92101; FAX (619) 685-2259.